

**Eligibility: Must be aged 19+ and live in Greater Manchester**

## Qualification:

# Employability Award

## LEVEL 1

If you're looking to start work or to get a new job, this course will help you learn key skills for the working environment.

This course will teach you all the basics that are necessary for any working environment and build your confidence and communication skills along the way.

You will learn what sort of qualities employers are looking for, how to approach your first days in a new job, and how to work with colleagues and managers.

Learn with expert tuition and support. Further your personal and professional development and demonstrate your competency to employers.

**For more information call our referral team on 0161 881 4826.**

## WHAT YOU WILL LEARN

For this two week course you will cover the following units to help you secure the role that is right for you:

- Job Application Skills
- Job Search Skills
- CV's & Interview preparation.

You will receive access to support from our Standguide Engagement Officer and be notified of suitable vacancies in the Greater Manchester Area.

## START DATES

### Initial assessments

Monday 15th November 2021

Monday 22nd November 2021

### Course begins

Monday 29th November 2021 for 2 weeks.

Funded by